



## **CLAIMS AND SAFETY ANALYST (PROGRAM ASSISTANT)**

### ***General Services – Risk Management***

**The recruitment will remain open until sufficient applications from qualified candidates are received. The first review will be conducted for all paper applications received by 5:00 p.m. on *Friday, July 2, 2010* (Applications submitted on-line are due by 11:59 p.m.)**

#### **THE JOB**

The Claims and Safety Analyst coordinates and assists in the administration of the review, evaluation and processing of general liability claims filed against the County and/or investigates and recovers the cost of property damage caused by outside entities; participates in liaison with third party administrators, legal counsel, County managers and others in the adjudication of claims; and performs related duties as assigned. The position is responsible for performing a variety of technical and administrative duties in administering and coordinating the adjudication of general liability and workers' compensation claims filed by County employees and outside parties. The position will also assist the Occupational Health and Safety Manager in the training, inspection and preparation of policies and procedures.

#### **QUALIFICATIONS**

Bachelor's degree with major course work in finance, business, public administration or a closely related field; and one year of experience in the administration and adjudication of general liability or similar claims; or 3 to 5 years of a combination of training and experience; public agency experience preferred. The ideal candidate will have the following strengths:

- Knowledge of principles and practices of claims management, investigation and adjusting, including subrogation techniques, documentation requirements, investigation techniques and negotiations.
- Ability to read and understand medical, legal and police reports, procedure manuals, laws and ordinances.
- Substantial progress toward or completion of either the ARM or AIC.

**Knowledge of:** standard practices and guidelines for settling claim reserves; basic legal, medical, human resource, law enforcement, fire suppression, construction, environmental and insurance terminology and procedures; office practices and procedures commonly used in managing and administering claims and claim files and safety requirements; familiarity with Federal and state law governing municipal government liability; basic processes and standards applicable to the resolution, settlement and litigation of claims, including alternative approaches to settlement, such as structured settlements and open-ended releases; county requirements and procedures for the acceptance, settlement and payment of general liability claims; principles and practices of sound business communication.

**Ability to:** operate a computer using word processing and other business software; operate other standard office equipment; analyze complicated liability claims issues and problems, evaluate alternatives and make appropriate recommendations; exercise sound independent judgment within established guidelines; understand, interpret and apply complex rules, regulations, policies and procedures; explain complex insurance rules, regulations, policies and procedures and accounting processes; develop and maintain organized and detailed reports on claims activities for review by supervisor and requesting parties.

#### **SALARY**

The salary range is \$18.72 – \$23.90 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

#### **SELECTION PROCESS**

1. Application Review (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Letter of Interest (Optional) – In addition to the Clark County application, applicants may submit a letter of interest detailing their experience in the areas mentioned above.
3. Practical Exam (Pass/Fail) – This recruitment may require a practical exam which will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.
4. Oral Interview (Pass/Fail) – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
5. Employment References may be conducted for the final candidates.

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

Apply online on our website @ [www.clark.wa.gov](http://www.clark.wa.gov), submit a paper application which may be downloaded from [www.clark.wa.gov/hr/employment/app\\_materials.html](http://www.clark.wa.gov/hr/employment/app_materials.html), or come into our office at 1300 Franklin Street, 5<sup>th</sup> Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

**FAX** (360) 397-2457 / **Relay** (800) 833-6384  
**JOB INFO LINE** (360) 397-6018  
**E-MAIL** [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)

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## **THE COUNTY**

Clark County, Washington is a growing community with a population in excess of 431,200, including the City of Vancouver (population 164,500). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. **If you have questions regarding job announcements please call (360) 397-2456.**

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



proud past, promising future

CLARK COUNTY  
WASHINGTON

**Human Resources Department**  
1300 Franklin Street – 5th Floor/PO Box 5000  
Vancouver, WA 98666-5000  
PHONE (360) 397-2456 FAX (360) 397-2457  
Relay (800) 833-6384  
Email: hradmin@clark.wa.gov  
www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

### GENERAL INFORMATION

Position Applying for		Posting#	
Last Name		First Name	Middle Initial
Address		City	State Zip + Four
Home Phone ( )	Work Phone ( )	Cell Phone ( )	Home Secondary ( )
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [ ] No [ ]		Are you legally eligible for employment in the United States? Yes [ ] No [ ]	
Will you accept: [ ] Regular [ ] Temporary Will you accept: [ ] Full Time [ ] Part Time		Shifts you will accept: [ ] Day [ ] Evening [ ] Night [ ] Weekend	
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes [ ] No [ ] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)			

### EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours

Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.


### CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
<b>MOST RECENT POSITION</b>	
Employer:	Dates Employed: From      To ____/____/____ mm yy   mm yy Hours per Week _____ Final Salary _____ ----- <b>May we contact your current employer?</b> <b>Yes [ ] No [ ]</b>
Address:	
Position:      No. of employees you supervised:	
Supervisor:      Phone (    )	
Specific Duties:	
Reason for leaving or considering change:	
<b>OTHER EXPERIENCE</b>	
Employer:	Dates Employed: From      To ____/____/____ mm yy   mm yy Hours per Week _____ Final Salary _____ ----- Dates Employed: From      To ____/____/____ mm yy   mm yy Hours per Week _____ Final Salary _____ ----- Dates Employed: From      To ____/____/____ mm yy   mm yy Hours per Week _____ Final Salary _____ -----
Address:	
Position:      No. of employees you supervised:	
Supervisor:      Phone (    )	
Specific Duties:	
Reason for leaving or considering change:	
<b>OTHER EXPERIENCE</b>	
Employer:	Dates Employed: From      To ____/____/____ mm yy   mm yy Hours per Week _____ Final Salary _____ -----
Address:	
Position:      No. of employees you supervised:	
Supervisor:      Phone (    )	
Specific Duties:	
Reason for leaving or considering change:	

**Attach additional sheets if necessary to include all work history.**  
 Be as complete as possible in outlining the duties of each position.

<b>AGREEMENT, CERTIFICATION AND AUTHORIZATION</b>	
<p>I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.</p> <p>I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.</p>	
Signature of Applicant	Date

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **Are you AGE 40 OR OLDER?** Yes ☐ No ☐

**ETHNIC ORIGIN:** If you are more than one race, please indicate one group only for record-keeping purposes. [Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ American Indian or Alaskan Native (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Hispanic or Latino
- ☐ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
- ☐ Two or More Race (Not Hispanic or Latino)
- ☐ White (Not Hispanic or Latino)

**Are you a RECENTLY SEPARATED VETERAN?** Yes ☐ No ☐

**Are you an OTHER PROTECTED VETERAN?** Yes ☐ No ☐

**Are you DISABLED?** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

#### Publications:

- ☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy
- ☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

#### Internet/Website Sites:

- ☐ Columbian/Yahoo!Hot Jobs ☐ Oregonian ☐ Clark County ☐ Seattle Times
- ☐ El Latino de Hoy ☐ Other Internet/Website: \_\_\_\_\_

#### Other Sources:

- ☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee
- ☐ Other: \_\_\_\_\_